

Meetings
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Items Discussed at Staff Meeting on 13 November 1959 with

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1. Results of U. G. F.
2. Leave Schedule For Christmas Holiday Period.
3. Replacement of Office Desks.
4. Results of Records Officers Conference on 4-5 November.
 - a. DDI
 - b. Personnel
5. Application of Management Staff Records Control Schedule.
6. Contact With Records Officers.
7. Reporting Requirements For Records Officers.
8. Records Officers Social Get-Together.